

BARNSTABLE COUNTY LICENSE PLATE GRANT PROGRAM

FY20 REQUEST FOR PROPOSALS

AUGUST 26, 2019

The Cape Cod Commission (Commission), on behalf of Barnstable County and the Barnstable County Economic Development Council (BCEDC), is seeking proposals from local or regional governmental or nonprofit agencies for projects that support a resilient and sustainable regional economy on Cape Cod.

This program is available in two categories, **MicroGrants** for projects of \$10,000 or less and **Major Grants** for projects up to \$150,000. Approximately \$30,000 has been allocated for micro grants and \$150,000 for major grants for all recipients in FY20.

This purpose for this funding is to support regional priorities for economic development and achievement of long-term economic diversity and sustainability. Projects proposed should align with and support implementation of the region's Comprehensive Economic Development Strategy (CEDS). The most recent five-year update was adopted by the BCEDC and Cape Cod Commission in June 2019.

Proposals must demonstrate consistency with one or more of the CEDS Action Plan initiatives:

- Local Business Development
- Blue Economy Sector Development
- Comprehensive and Activity Center Planning
- Housing Access and Affordability
- Climate Change Innovation
- Regional Infrastructure Planning
- Transportation and Air Quality Improvement
- Infrastructure Development
- Infrastructure Funding

The CEDS Action Plan represents a range of economic sectors on Cape Cod, from education and small businesses to social services and government. The initiatives are described in detail in the CEDS Action Plan, which also includes a list of potential projects.



Micro Grants

The Micro Grant program is intended to provide quick, flexible funding necessary to boost or expand an economic development related initiative. The guidelines will be broadly applied to allow applicants as much creativity as possible.

Micro Grants will support projects that can be completed within one year. The maximum award amount is \$10,000. No match is required for micro grants.

Major Grants

The Major Grants program is intended to fund systemic changes needed to achieve long-term economic diversity and sustainability

Projects should build on regional and local planning focused on infrastructure and capital facilities, housing, economic development, land-use, natural resource protection, and climate change/sea-level rise. Ideally, projects funded through the Major Grants program will address major impediments to economic development in the region.

The maximum award amount is \$150,000 (per year/per project) and projects may span up to three years. A one-to-one match is required of applicants and may be provided as cash or in-kind. Funding can support staff time, consulting services, and essential materials for the project.

Submission Requirements

All applications are to be submitted online through the Cape Cod Commission's [Online Grant Portal](#). The online application will require applicants to provide applicant contact information, potential partners, a brief project summary, project timeline, and budget information. Applicants are required to upload a project narrative that addresses the required information described below.

Micro Grant applications are due no later than **October 1, 2019**.

Major Grant pre-proposals are due no later than **October 1, 2019**. Applicants selected for a full proposal will be notified in **November 2019**. Full applications are due no later than **January 31, 2020**.

Required Information

MICRO GRANTS

Applications for Micro Grants are limited to five pages and must include the following:

- Brief project description
- Identification of project manager and potential partner(s) and their role(s), if any



- Statement regarding the following criteria:
 - Project Consistency with Regional Goals – Does this project advance the Regional Growth Policy to direct growth into Activity Centers and away from sensitive resources? Does this project help to diversify the regional economy, advance economic resiliency and achieve long-term economic sustainability in the region? Is the project consistent with the CEDS Action Plan?
 - Project Need and Readiness – What specific economic development need(s)/priority(s) will this project address? Can it be achieved within one year?
 - Project Continuity – How does this project build on work that has already been accomplished and open the way to future accomplishments? how will this project enable a larger economic development related project move forward? Is there funding to accomplish the larger project one the proposed element is completed?
- Scope of work and project timeline
- Budget narrative

MAJOR GRANTS

Pre-Proposal

Major Grant pre-proposals are limited to two pages and must include a brief project description, including potential partners, and a statement regarding the following criteria:

- Project Consistency with Regional Goals – Does this project advance the Regional Growth Policy to direct growth into Activity Centers and away from sensitive resources? Does this project help to diversify the regional economy, advance economic resiliency and achieve long-term economic sustainability in the region? Is the project consistent with the CEDS Action Plan?
- Project Need – What specific economic development need(s)/priority(s) will this project address?
- Project Impact – How will this project support year-round employment, livable wages, affordable living costs, a skilled workforce, and local businesses in emerging industry sectors?
- Project Continuity – How does this project build on work that has already been accomplished and open the way to future accomplishments?

Full Proposal

Major Grant full proposals are limited to ten pages and must expand on the information required for the pre-proposal, in addition to including the following:

- Scope of work and project timeline, including milestones and deliverables
- Identification of project manager and potential project partner(s) and their roles, if any; description of organizational capacity and staffing plan
- Budget narrative



Proposal Evaluation Process and Notification

To be considered for funding, proposals must meet the following minimum criteria:

- A complete pre-proposal with all information/documentation provided (major grants)
- A complete proposal with all information/documentation provided (micro grants and major grants selected for full proposal)
- Demonstrated capacity and ability to complete all work (within one year required for Micro grants)
- Consistency with one or more of the CEDS Action Plan initiatives

Proposals will be further evaluated based on their ability to address the required information described above and their consistency with the CEDS Action Plan.

All proposals will be evaluated by the BCEDC Grants Committee. The Grants Committee reserves the right to request additional information and/or an in-person interview and, in some cases, modifications to the proposed project. The BCEDC Grants Committee will recommend proposals for award to the BCEDC; final awards will be made by the Barnstable County Commissioners.

AWARDS

Awards are anticipated to be made in **November 2019** for the Micro Grant program and in **February 2020** for the Major Grant program.

The BCEDC through Cape Cod Commission staff, will provide awardees with an agreement incorporating the agreed upon scope of work and outlining reporting and other responsibilities. This agreement will be executed by the recipient's authorized signatory and the Barnstable County Commissioners, or their designee, before work may begin.

